



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
HELTRARON TWENTY EIGHT
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MILTON, FL 32570-6101

IN REPLY REFER TO:
HT-28INST 5351.2C
18 Mar 15

HELTRARON TWENTY-EIGHT INSTRUCTION 5351.2C

Subj: CLASS ADVISOR PROGRAM

Ref: (a) CNATRAININST 5351.1B
(b) CNATRAININST 1500.4H
(c) CNATRAININST 1542.156C
(d) COMTRAWINGFIVEINST 5351.1B

Encl: (1) Class Advisor Program Guidelines
(2) Class Advisor Interview/Jacket Review Checklist
(3) Initial Check-In Jacket Review Routing Sheet
(4) HT-28 Initial Check-in Overview

1. Purpose. To provide Helicopter Training Squadron TWENTY-EIGHT, (HT-28) guidelines for the Class Advisor Program implemented by reference (a).

2. Cancellation. HT-28INST 5351.2B. This instruction has multiple revisions and should be reviewed in its entirety.

3. Discussion. The Naval Air Training Class Advisor Program (NATCAP) is designed to assist students in successful completion of their training while assigned to HT-28. Every student will be assigned a Class Advisor. The Class Advisor will serve as a mentor and will assist the student in the resolution of personal difficulties, focus the students' study efforts in the appropriate direction and otherwise ensure that students are provided the best possible training environment.

4. Action

a. The NATCAP Officer shall implement the guidelines contained in enclosure (1).

b. The NATCAP Officer shall assign qualified instructors as Class Advisors.

c. Class Advisors shall be familiar with this instruction and all enclosures.

J. D. KETCHAM

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CLASS ADVISOR PROGRAM GUIDELINES

1. NATCAP Officer shall:

- a. Be designated in writing by the Commanding Officer.
- b. Train and supervise Class Advisors and students per references (a) and (d).
- c. Maintain a guidebook that includes a check-in brief and a Class Advisor Interview/Jacket Review outline for Class Advisors to use in the performance of their duties.
- d. Ensure Student Control maintains the Jacket Review Divider (CNATRA-GEN Form 1542/66) on file for a period of two years after the student departs HT-28.
- e. Ensure Student Control assigns a Class Advisor to each student upon check-in. Whenever possible, students and advisors should be a member of the same service. Senior Navy/Marine officers and instructors in a training status shall not be assigned as Class Advisors. Instructors with less than four months of experience in the squadron should not be assigned as Class Advisors. A single Class Advisor should not be assigned more than 6 students and shall not be assigned more than 10 students.
- f. Review and audit Initial Check-In Jacket Reviews to determine Student Monitoring System (SMS) status.
- g. Maintain a record of Class Advisors and students assigned.
- h. Attend Training Air Wing FIVE (TW-5) Applied Suicide Intervention Skills Training (ASIST) course if not a graduate.
- i. Provide Class Advisors with copies of TW-5's Suicide Prevention Program.

2. Class Advisor shall:

- a. Familiarize themselves with references (a), (c) and the Squadron SMS Policy.
- b. Conduct the initial interview and Initial Check-In Jacket Review using enclosure (2) as a guide.
- c. Act as a mentor and assist in resolving any interpersonal problems arising within the squadron that will interfere with the student's training.
- d. Assist the student in resolving training related problems. If the Class Advisor is unable or unqualified to resolve the student's

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difficulties they will advise the Chain of Command and continue to track the student's progress through resolution of the problem.

e. Be an active and integral participant in the successful training and development of the student.

f. At a minimum, meet with assigned students on a weekly basis to review the student's progress and to provide guidance as required.

g. Provide proper documentation in accordance with reference (a) and keep the squadron chain of command apprised of student's progress and difficulties.

3. Students shall:

a. Familiarize themselves with references (a) and (c).

b. Ensure initial interviews are completed with their Class Advisors within one week of assignment. The purpose of this interview is to familiarize the student with the function of the Class Advisor Program.

c. Arrange follow-on interviews with Advisor as required. At a minimum, the student should contact their Advisor if any of the following conditions exist: any personal issues that will impact training; academic test failure; flight marginal/UNSAT, ready-room UNSAT, or stage marginal/UNSAT.

d. Inform their Advisor when completing a training stage and/or beginning of new training stage.

e. Inform their Advisor of travel plans out of local area and/or leave plans.

4. Class Advisor Weekly Jacket Reviews:

a. Review Aviation Training Jackets (ATJs) looking for problem areas and significant trends that may affect performance. Student does not have to be present for subsequent ATJ reviews unless deemed necessary by Class Advisor, however Class Advisor and student shall have weekly contact via hallway discussion, phone, etc. to monitor progress.

b. Identify any marginal performance in stage, unsatisfactory or marginal flights, academic failures or other difficulties. Document all items and provide additional counseling. Brief the attrition policy if appropriate.

c. Print missing Aviation Training Forms (ATFs) and deliver them to the Instructor Pilot for resubmission.

d. Screen ATFs for any possible errors (i.e. no general comment, comments not matching given grades, total flight time under or over by greater than .3 without an explaining comment, etc.). See example ATFs in Logs and Records.

e. Review all Supplemental ATFs (located on left side of ATJ) to ensure proper documentation per reference (b) and that goals meet the Squadron SMS policy.

f. Class Advisors shall recommend to Student Control that a student be placed on SMS as appropriate.

g. Document the weekly review by printing name and date on blue Jacket Review Divider on right side of ATJ.

CLASS ADVISOR INTERVIEW/JACKET REVIEW CHECKLIST

The purpose of the Class Advisor Interview/Jacket Review is to review the student's progress through previous stages of training, look for adverse trends, advise the student on possible solutions and screen ATFs/Supplemental ATFs for any possible mistakes. Utilize this form when conducting Class Advisor Interview/Jacket reviews.

INITIAL (CHECK-IN) INTERVIEW

1. Provide background information.
2. Obtain background information and goals from student.
3. Exchange recall information.
4. Review the Aviation Training Jacket (ATJ) with the student using enclosure (3) and enclosure (4); looking for problem areas and significant trends from previous flight training that may affect performance.
5. Ensure student has signed the following forms (located on the left side of the ATJ).
 - a. Privacy Act Statement
 - b. NATRACOM DOR and Training Time Out Policy
 - c. Tacking On Policy
6. Class Advisor shall sign the Training Time Out Policy and the Tacking On policy letter.
7. Brief student on his/her responsibilities contained in enclosure (1) and reference (a).
8. Class Advisor shall document the initial interview on the Jacket Review Divider as "Initial Interview" in remarks section.
9. Brief student on current CNATRA ORM/High-risk Recreational Activities policy and the weekly ORM requirements.

INITIAL CHECK-IN JACKET REVIEW ROUTING SHEET

Student Name: _____

Class Advisor: _____

Class #: _____

Check-in Date: _____

	Initials	Date	Comments
Class Advisor	_____	_____	_____
NATCAP Officer	_____	_____	_____
Flight Leaders	_____	_____	_____
Flight OPS	_____	_____	_____
OPS	_____	_____	_____
STUCON OIC	_____	_____	_____
XO	_____	_____	_____
CO	_____	_____	_____
SMS Officer	_____	_____	_____
NATCAP Officer	_____	_____	_____
ATJ Clerk	_____	_____	_____

DUE TO CO/XO: _____

1	
2	
3	

API	
NSS:	

PRIMARY SQUADRON:	
FLIGHT NSS:	
ACADEMIC NSS:	

ACADEMIC FAILURES / READY ROOM UNSAT's / TRB's / OLQ's

1	
2	
3	
4	
5	
6	

	FLIGHT NUMBER	CIRCLE ONE	REASON
1		MARG/UNSAT/IPC/FPC	
2		MARG/UNSAT/IPC/FPC	
3		MARG/UNSAT/IPC/FPC	
4		MARG/UNSAT/IPC/FPC	
5		MARG/UNSAT/IPC/FPC	
6		MARG/UNSAT/IPC/FPC	
7		MARG/UNSAT/IPC/FPC	
8		MARG/UNSAT/IPC/FPC	
9		MARG/UNSAT/IPC/FPC	
10		MARG/UNSAT/IPC/FPC	
11		MARG/UNSAT/IPC/FPC	
12		MARG/UNSAT/IPC/FPC	
13		MARG/UNSAT/IPC/FPC	
14		MARG/UNSAT/IPC/FPC	
15		MARG/UNSAT/IPC/FPC	
16		MARG/UNSAT/IPC/FPC	
17		MARG/UNSAT/IPC/FPC	
18		MARG/UNSAT/IPC/FPC	

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